Total Workforce Management Services (TWMS) Quick User Guide

Command Check In/Out

Command Check In/Out - Summary

The Command Check In/Out module in TWMS will track your employees as they arrive and leave your command and will notify personnel responsible for areas that affect an employees' check in/out. There are two components to this module:

(1)Creating and managing the routing sheets required for each UIC in your scope of access. An extensive list of standard functional areas used on a routing sheet will be available to select from. You can also add other functional areas unique to your command. For each functional area you will determine if it's part of the check in process and/or check out process, and which employee types (Active Duty, Civilian, etc.) it applies to. An optional "phasing" number can be applied which will determine the number of days when the POC for the functional area will be notified before or after the employee checks in or checks out. In this component you will also manage the email addresses associated with each selected functional area.

(2)Creating and initiating a check in/out record for a designated employee. The Programs of Record (POR) feeding TWMS can automatically create a check in/out record for your civilian and military employees as they arrive and leave the UICs in your scope. Contact your local TWMS POC to have your UICs included in this automated process. You can also search for employees and then create and initiate a check in/out record for them prior to or instead of any of the resulting POR feeds.

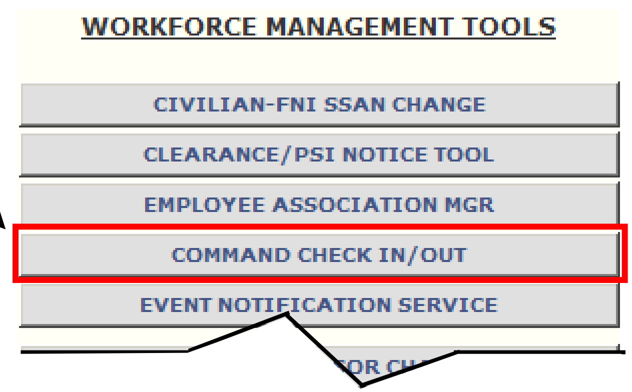
It is important to note that this module does not affect or intended to replace any process the employee may or may not receive from their command or installation when they check in/out.

Accessing the Employee Check In/Out

To access the Command Check In/Out module in TWMS*:

1. From the Home Page click on the **Tools/Functions** button on the Actions Menu.

2. From the Tools/Functions display choose the **Employee Check In/Out** button located under the Workforce Management Tools area.



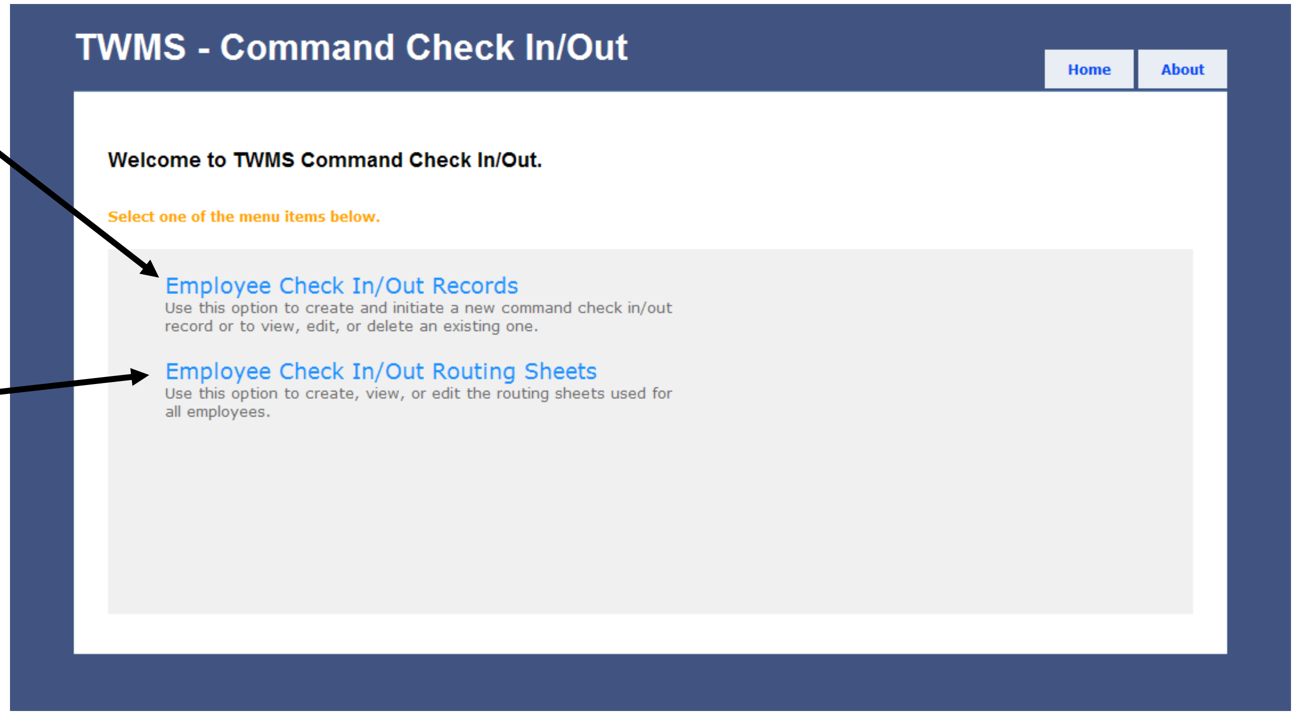
**You must have the appropriate permissions to view and manage the Employee Check In/Out module.*

Accessing the Command Check In/Out

The Command Check In/Out Main Window will open displaying two options.

3a. Click here to initiate a new check in/out record or to view existing check in/out records.

3b. Click here to create or edit your routing sheets and to manage the email addresses associated with them.

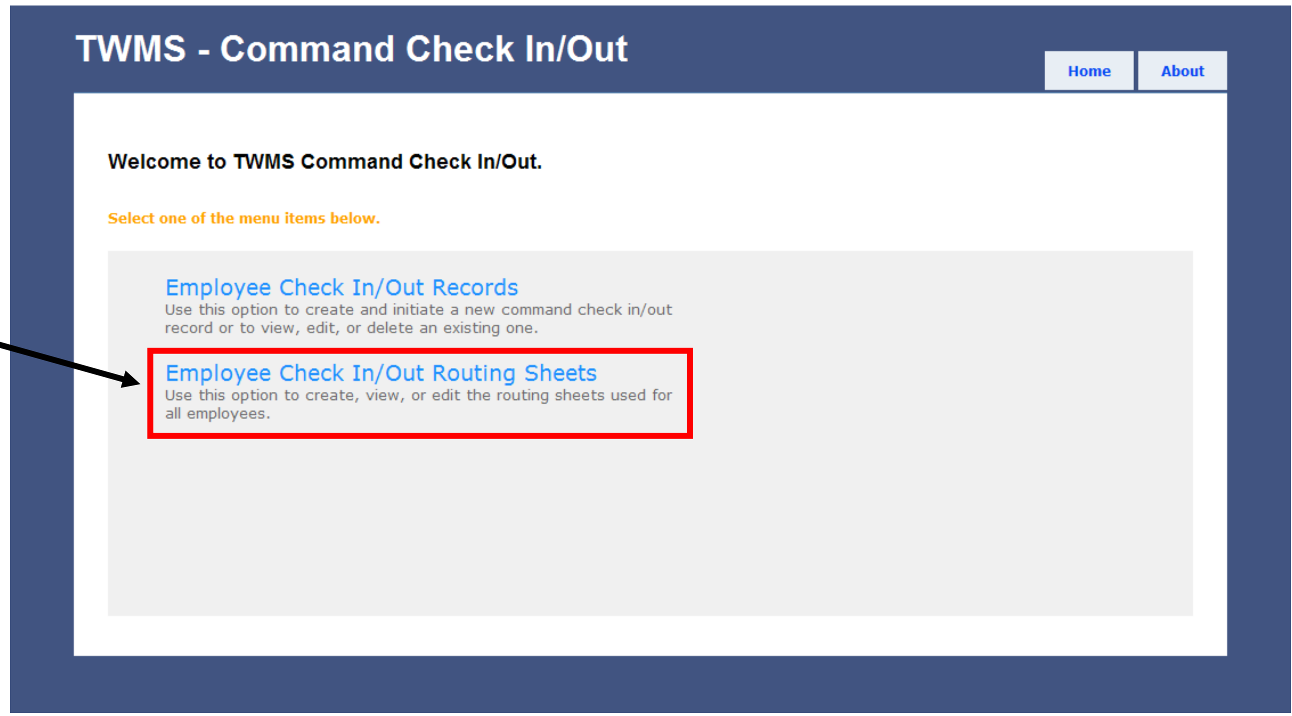


Creating a Check In/Out Routing Sheet

A routing sheet must be created for each UIC and will determine the functional areas where all employees in that UIC will need to visit upon checking in or checking out of their command. An email will be sent to the POC's of each functional area notifying them of the employees they will be expecting. Depending upon your selections while creating the routing sheet, you can have a different routing sheet for each employee type belonging to the same UIC.

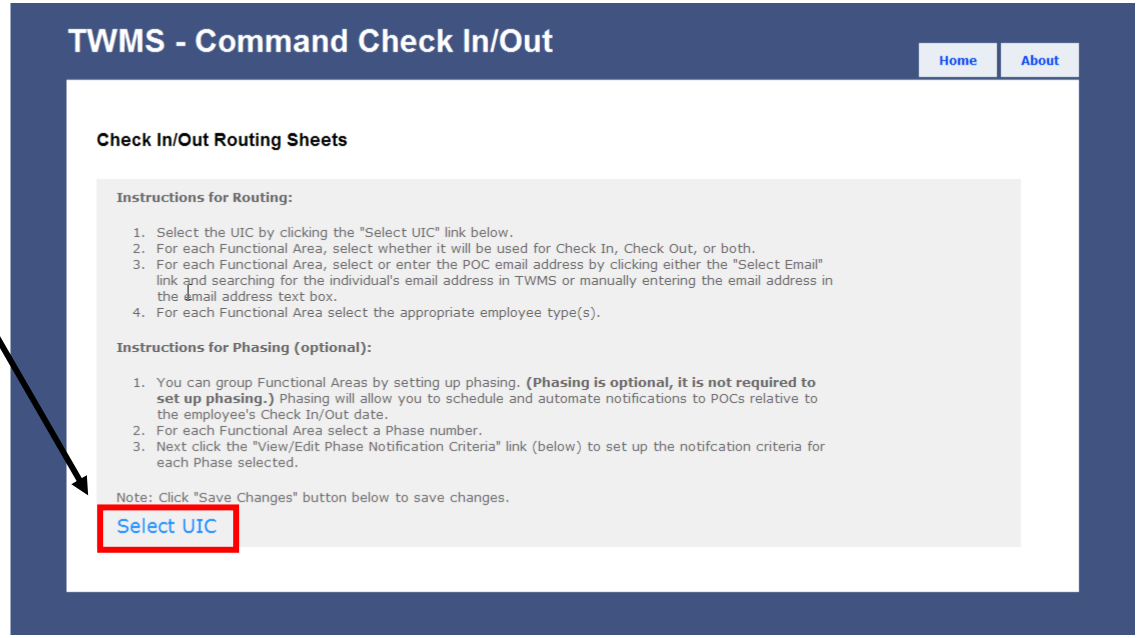
To create a Check In/Out routing sheet:

1. Click the **Employee Check In/Out Routing Sheets** link from the Check In/Out Main Window.



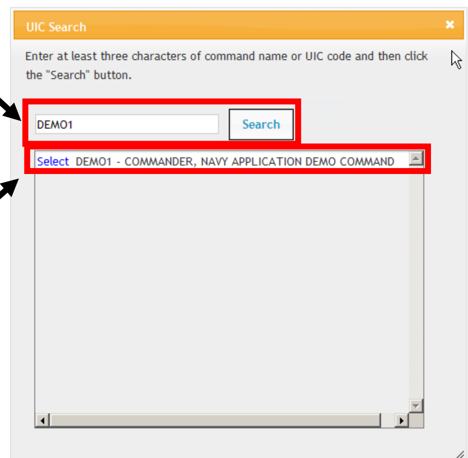
Creating a Check In/Out Routing Sheet

2. Click the **Select UIC** link.



3. Enter the name of the command or the UIC and then click **Search**.

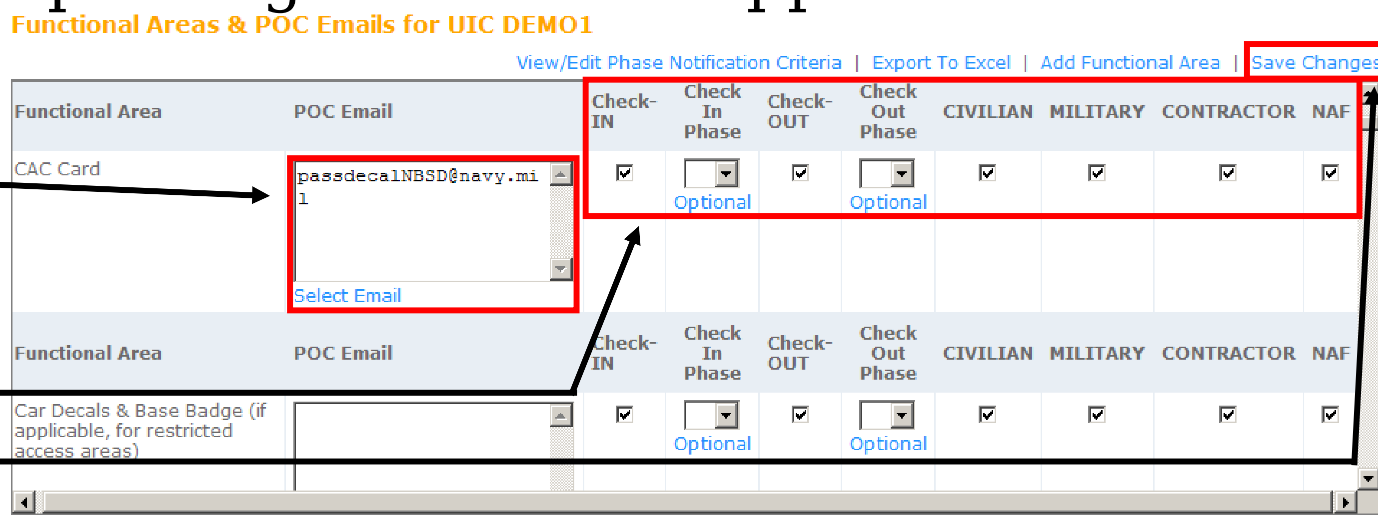
4. Select the UIC from the results of your search.



Creating a Check In/Out Routing Sheet

A standard list of functional areas will now be available for you to select from for this routing sheet. They are listed in alphabetical order. You can also create others that are unique to your command. For each functional area relevant to this UIC, there are three things you must do. (1) enter the POC email address, (2) select whether it is for Check In, Check Out, or both, and (3) select the appropriate employee type(s). An optional phasing can also be applied and will be discussed later.

5. For the selected functional area, manually enter or click the **Select Email** button to populate the POC's email address.
6. Select or deselect the checkboxes relevant for this functional area of this UIC's routing sheet.
7. Click the **Save Changes** link.
8. Repeat steps 5 - 7 for each functional area

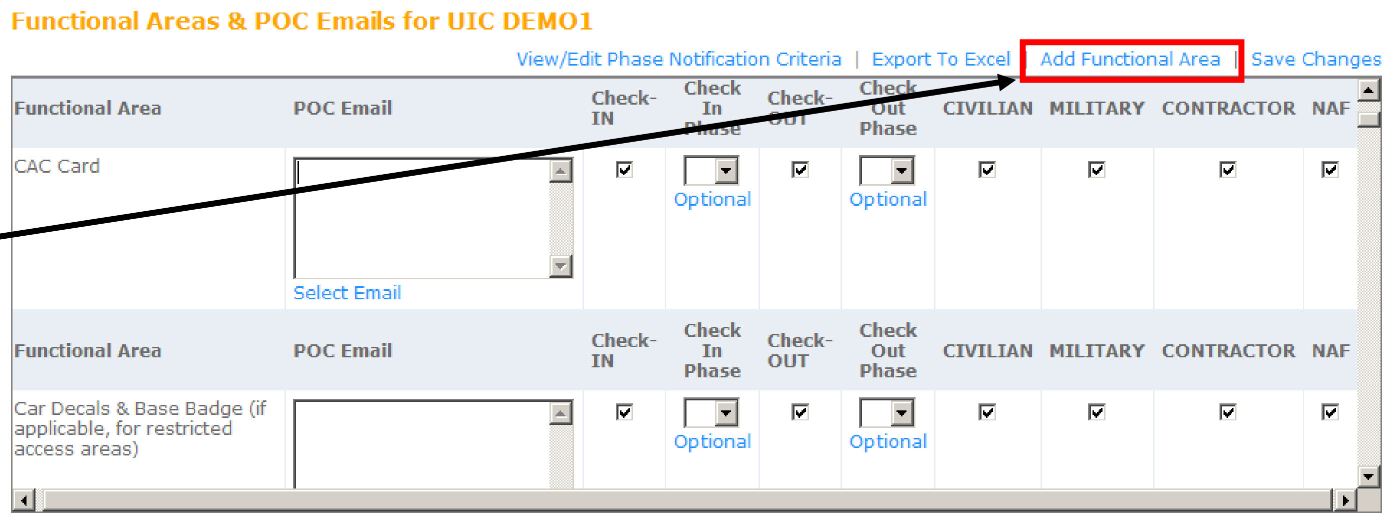


Adding Non-standard Functional Areas

Sometimes there will be functional areas that you don't see listed. TWMS allows you to easily add these non-standard functional areas to the routing sheet.

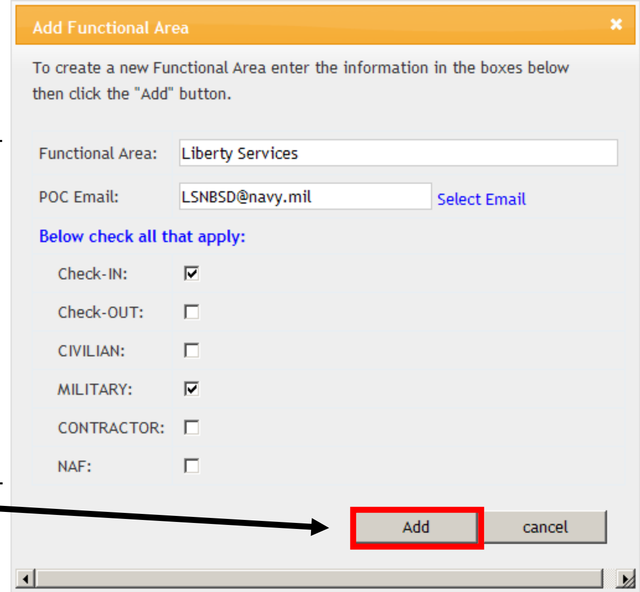
To add a functional area to the UIC's routing sheet:

1. Click the **Add Functional Area** link.



Adding Non-standard Functional Areas

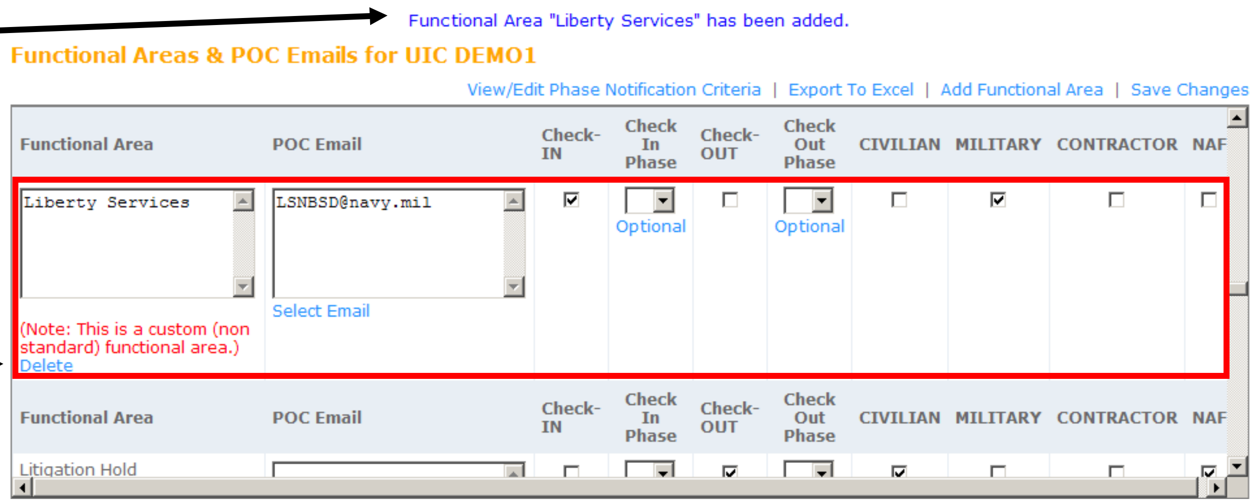
2. Enter the appropriate information for the new functional area.



3. Click the **Add** button.

Feedback will let you know the functional area has been added.

The added functional area will display just like the others. You also have the ability to delete this functional area from the routing sheet.

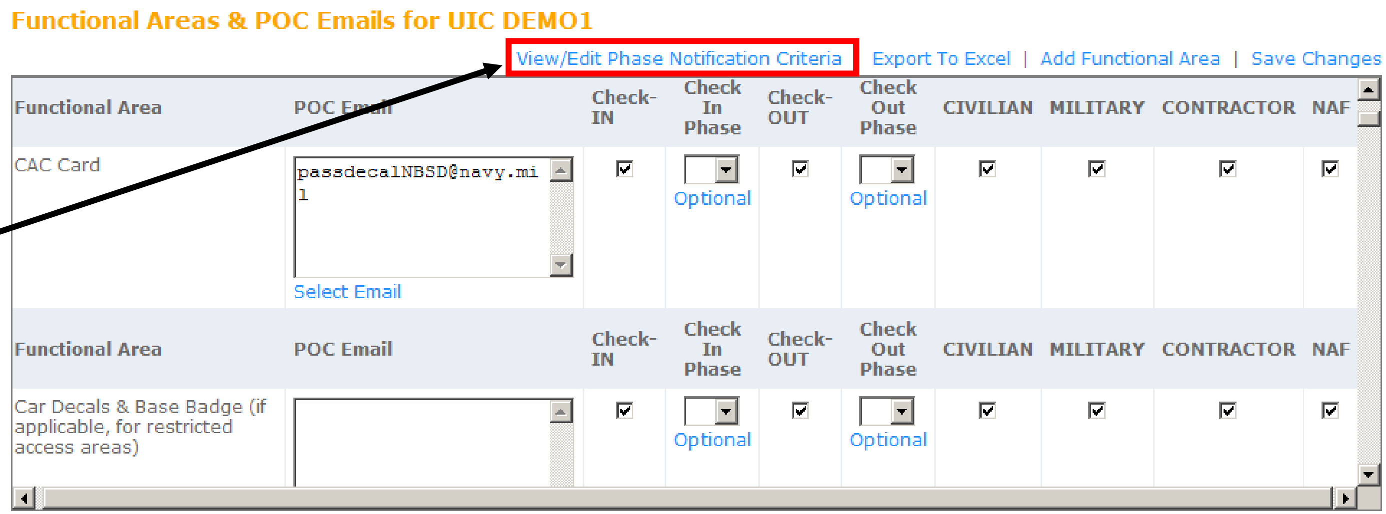


Adding Phasing to the Routing Sheet

In some cases, you may want notifications sent out in phases based upon the number of days before or after a check in/out date. TWMS allows you to add a phasing number to any functional area. Defining these phase numbers are simple. Adding a phase to a functional area will determine the day that the POC will be notified of the check in/out.

To define the phasing for a routing sheet:

1. Click the **View/Edit Phase Notification Criteria** link.



Adding Phasing to the Routing Sheet

A new window opens that allows you to define, for each phase, the number of days before or after the POC for a functional area will be notified of an employee check in or check out.

2. Select either the **Manage Check In Phasing** or **Manage Check Out Phasing** link.

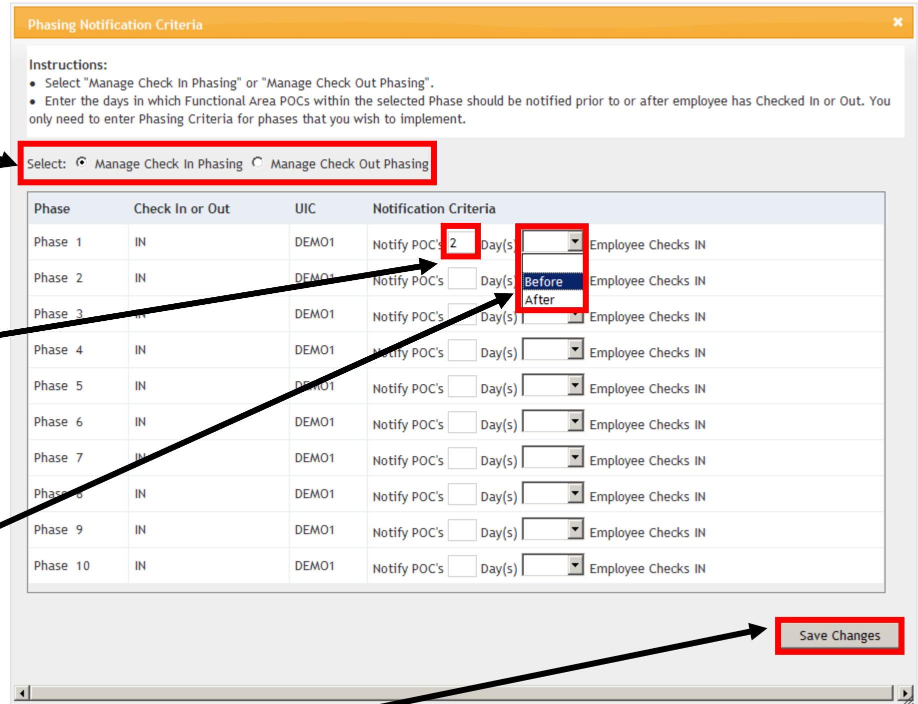
We will choose 'Manage Check In Phasing' for this example.

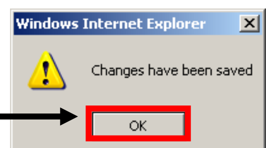
3. Enter the number of days for Phase 1.

4. Select whether the number of days chosen corresponds to before or after the employee checks in.

5. Repeat steps 3-4, as needed, to define the phasing for Phases 2-10.

6. Click **Save Changes**.



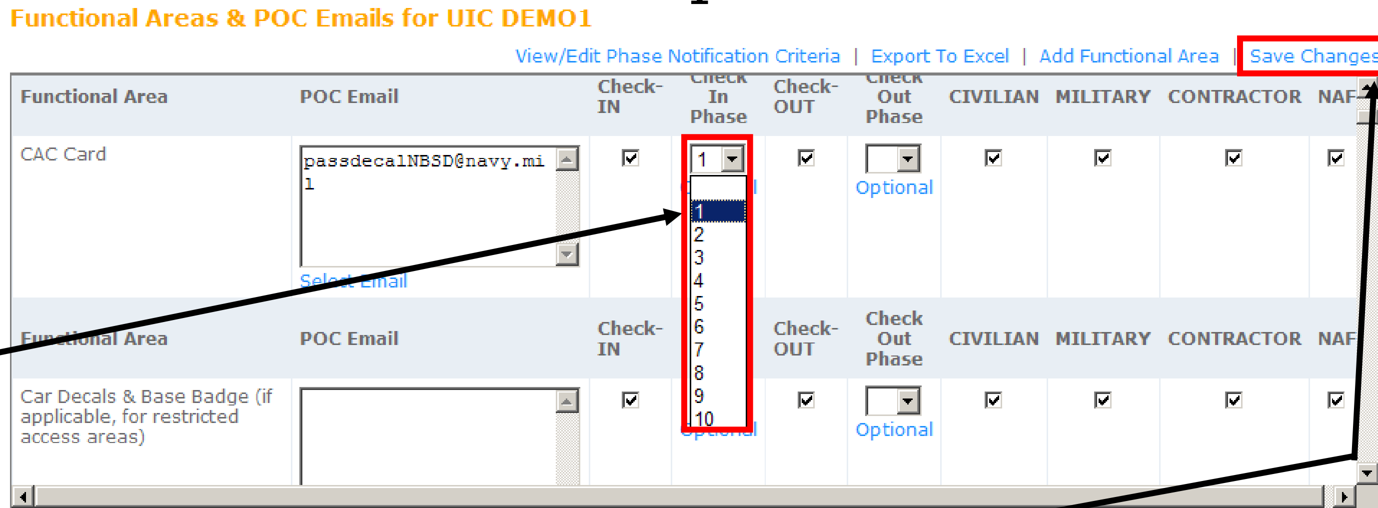


Applying Phasing to a Routing Sheet

After selecting the UIC for the routing sheet you are interested in, the list of functional areas will be displayed. For the functional area(s) that require phasing, simple choose the phasing number defined earlier either for the Check In process and/or the Check Out process.

To define the phasing for a routing sheet:

1. For the selected functional area, select the appropriate phasing number for the Check In Phase and/or the Check Out Phase.



2. Repeat step 1 for other functional areas requiring phasing.

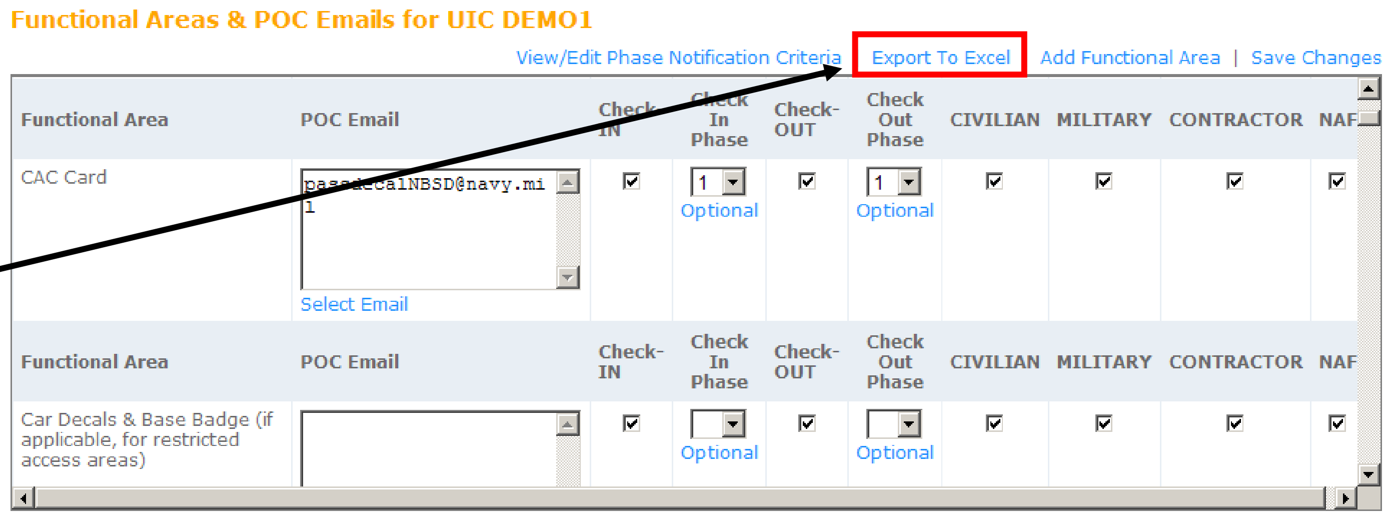
3. Click the **Save Changes** link.

Exporting a Routing Sheet

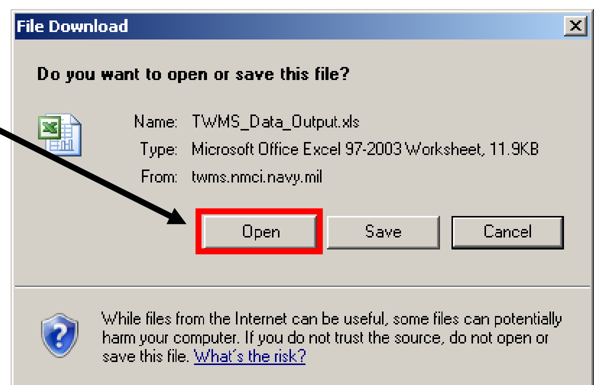
TWMS allows you to export the entire list of functional areas for easy viewing. Only those areas having a POC email address are those currently in your routing sheet.

To export the list of functional areas:

1. Click the **Export to Excel** link.



2. Click **Open** at the dialog box.



Exporting a Routing Sheet

Displayed here is the Excel output of every functional area. Only the functional areas with a POC Email are included in the routing sheet for this UIC. Highlighted is one of the functional areas selected for this routing sheet. It displays the email address of the POC. The "Yes" displayed in both the Check_In and Check_Out columns denote that it is used for both checking in and checking out employees. Similarly, the "Yes" displayed in the remain columns denote that this functional area will be used for all employee types in this UIC.

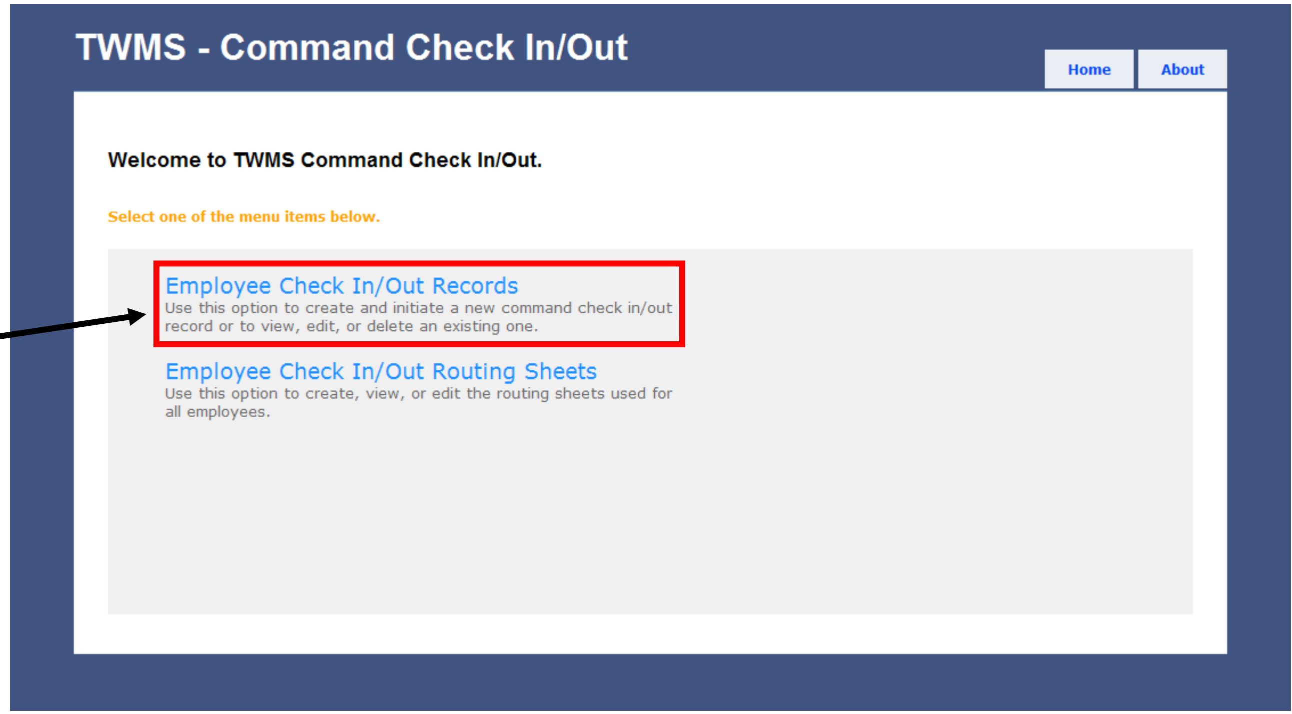
	A	B	C	D	E	F	G	H	I
1	Functional Areas For UIC: DEMO1								
2	** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE **								
3	** Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties **								
4	UIC	Functional_Area	POC_Email	Check_In	Check_Out	Civilian	Military	Contractor	NAF
5	DEMO1	Beneficial Suggestions		Yes	No	Yes	No	No	No
6	DEMO1	Benefits Info (EBIS)		Yes	No	Yes	No	No	No
7	DEMO1	CAC Card	passdecalNBSD@navy.mil	Yes	Yes	Yes	Yes	Yes	Yes
8	DEMO1	Car Decals & Base Badge (if applicable, for restricted access areas)		Yes	Yes	Yes	Yes	Yes	Yes
9	DEMO1	Civilian Employee Assistance Program (CEAP)		Yes	No	Yes	No	No	No
10	DEMO1	CMC/Senior Enlisted Advisor		Yes	Yes	No	Yes	No	No
11	DEMO1	CO (By Appointment Only)		Yes	Yes	No	Yes	No	No
12	DEMO1	Command Admin		Yes	Yes	No	Yes	No	No
13	DEMO1	Command Career Counselor		Yes	Yes	No	Yes	No	No
14	DEMO1	Command DAPA		Yes	Yes	No	Yes	No	No
15	DEMO1	Command Equal Opportunity Advisor		Yes	Yes	No	Yes	No	No
16	DEMO1	Command ESO	ESONBSD@navy.mil	Yes	Yes	No	Yes	No	No
17	DEMO1	Controlled Keys		No	Yes	Yes	Yes	Yes	Yes
18	DEMO1	Court Martial Questionnaire		Yes	Yes	No	Yes	No	No
19	DEMO1	Dental		Yes	Yes	No	Yes	No	No
20	DEMO1	Department Safety/Accident Reporting/Fire Alarm Action		Yes	No	Yes	Yes	Yes	Yes
		Disciplinary Policy & Grieva		Yes					

Creating a Check In/Out Record

A routing sheet can be associated to any selected employee within your scope. Because each UIC will have its own unique routing sheet, the Check In/Out record created for the employee will use the routing sheet that matches the employee's UIC.

To create a Check In/Out record for an employee:

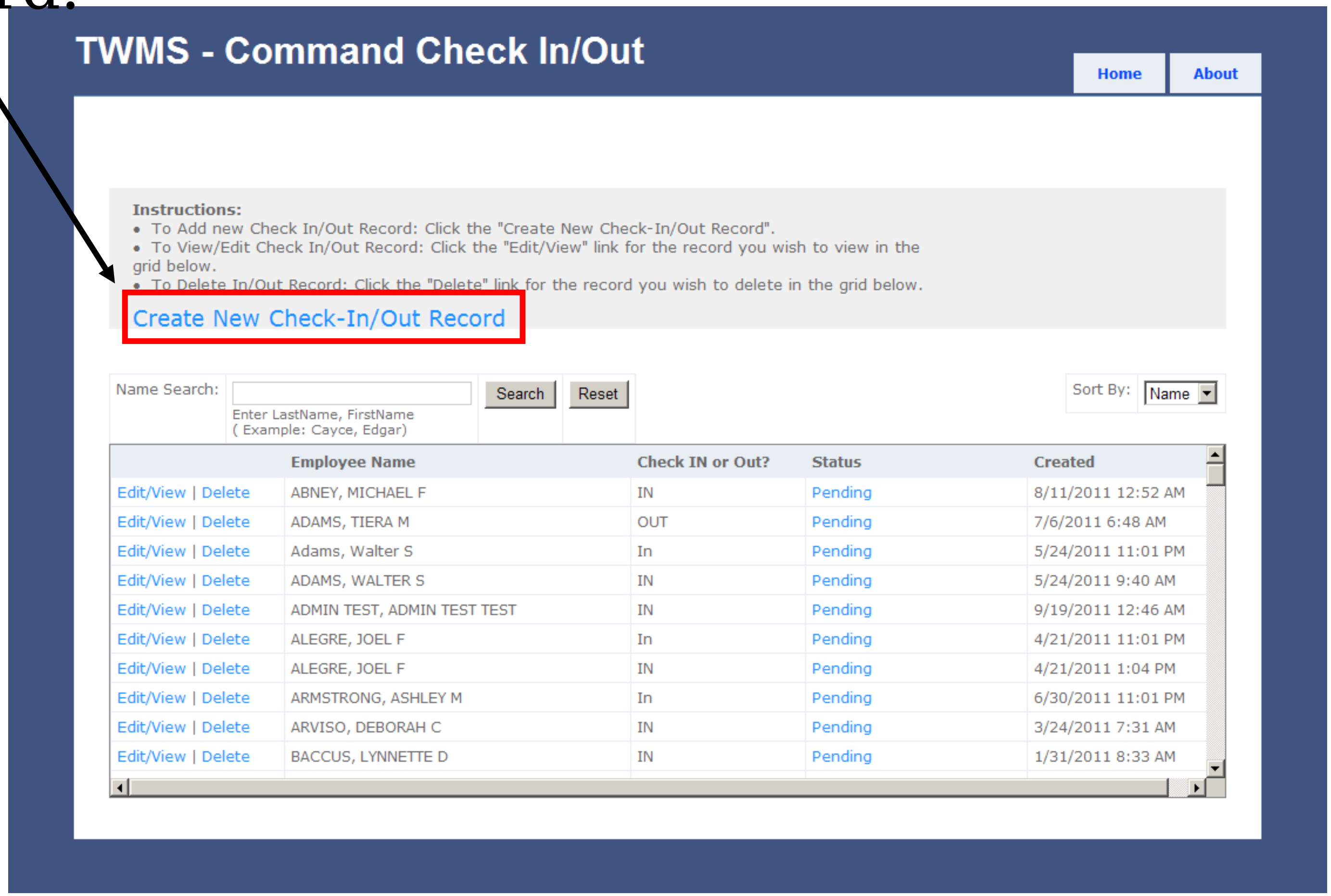
1. Click the **Employee Check In/Out Records** link from the Check In/Out Main Window.



Creating a Check In/Out Record

All Check In/Out records already created for the employee's within your scope will be displayed here. You can edit, view, or delete any of these records or you can create a new Check In/Out record.

2. Click the **Create New Check-In/Out Record** link.

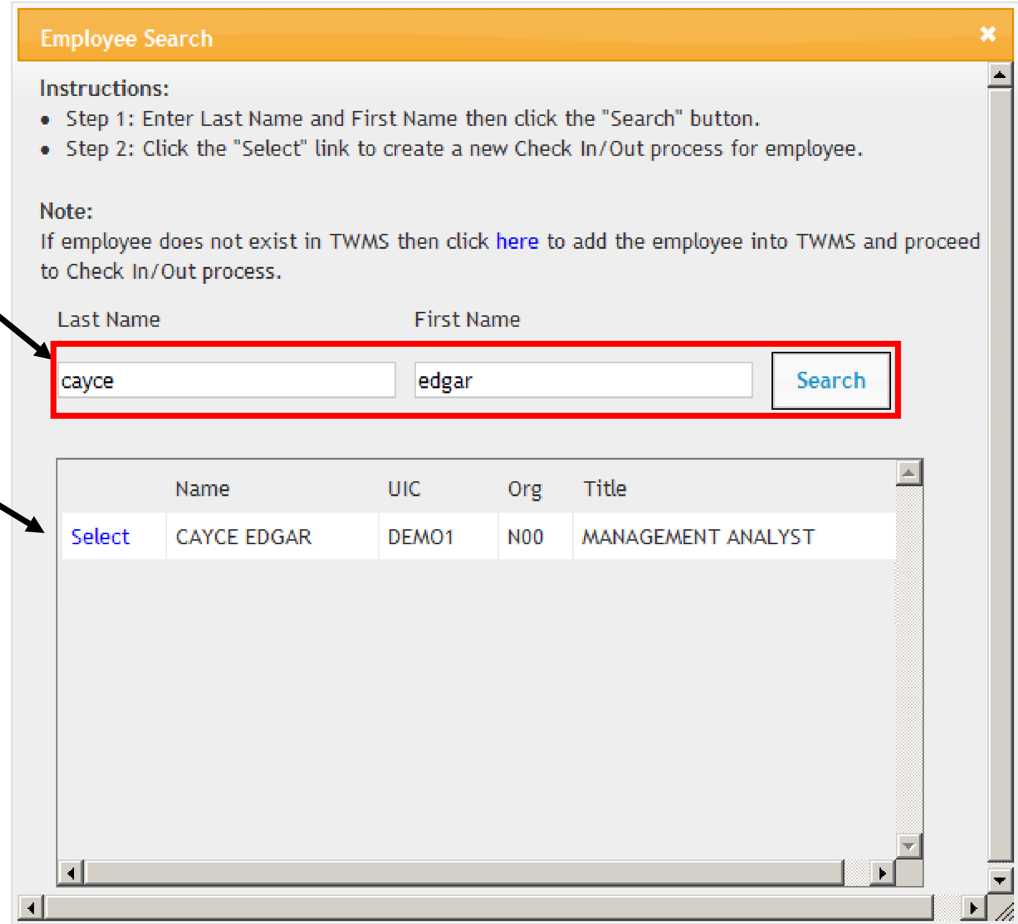


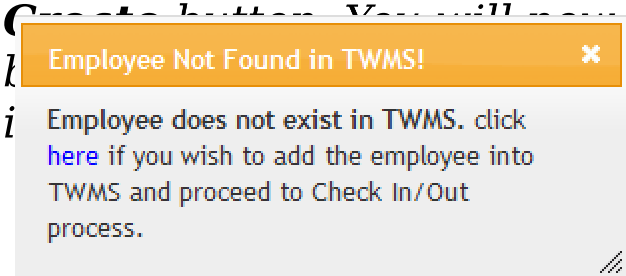
Creating a Check In/Out Record

3. Enter the Last Name and the First Name of the employee and then click the **Search** button.

4. Click the **Select** link next to the employee's name.

*Note: If the employee is not found then you have the option to add the employee to TWMS. Click the **here** link, choose the employee type, complete all the fields on the resulting form, and then click the **Create** button. You will now b... i...*





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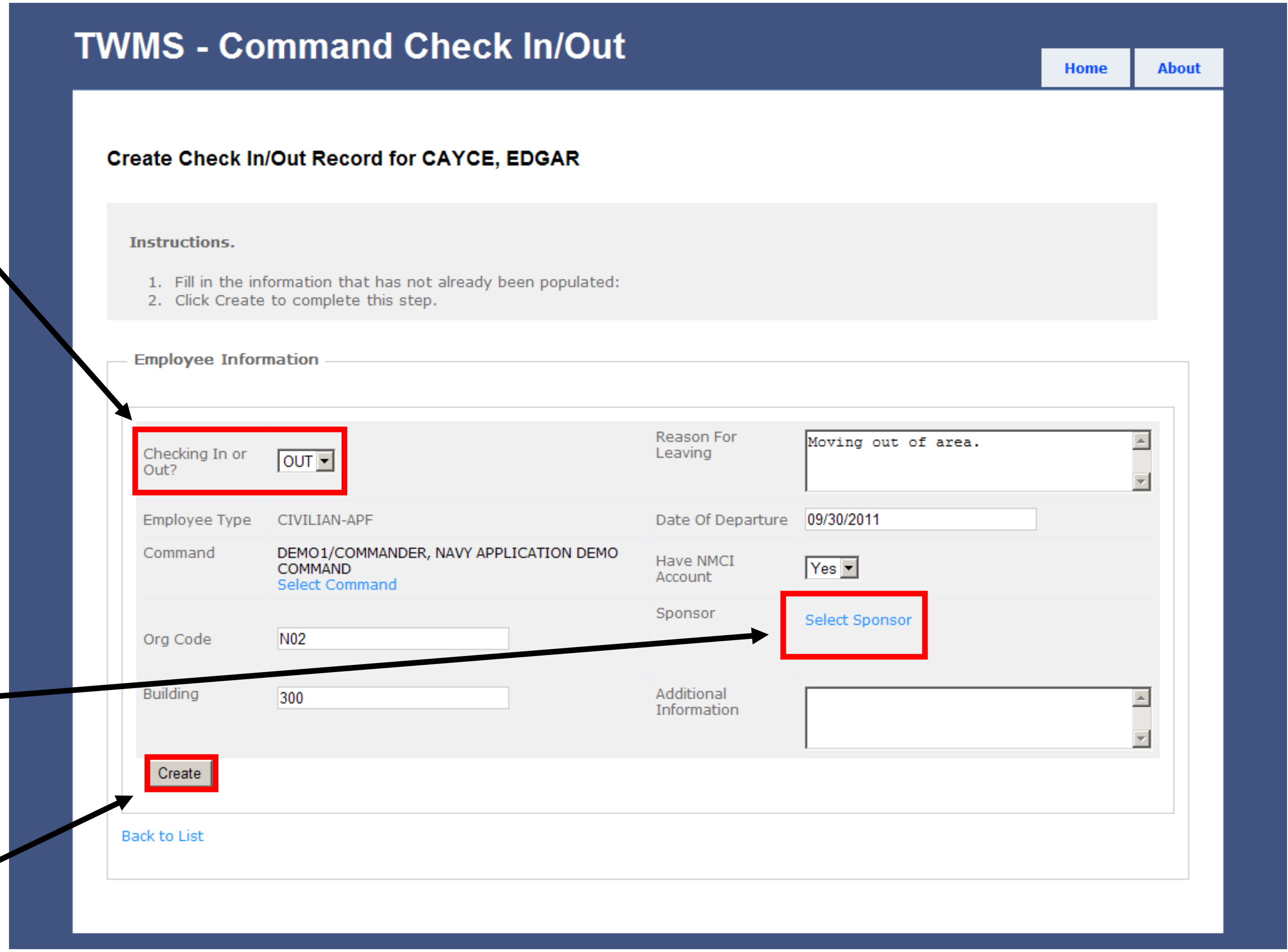
Creating a Check In/Out Record

5. Select whether this is a check in record or a check out record. The form to complete will change according to what is selected.

6. Complete the remainder of the form (Reason For Leaving, Date Of Departure, etc.).

7. If needed, select the name of the sponsor for this check out record.

8. Click the **Create** button.



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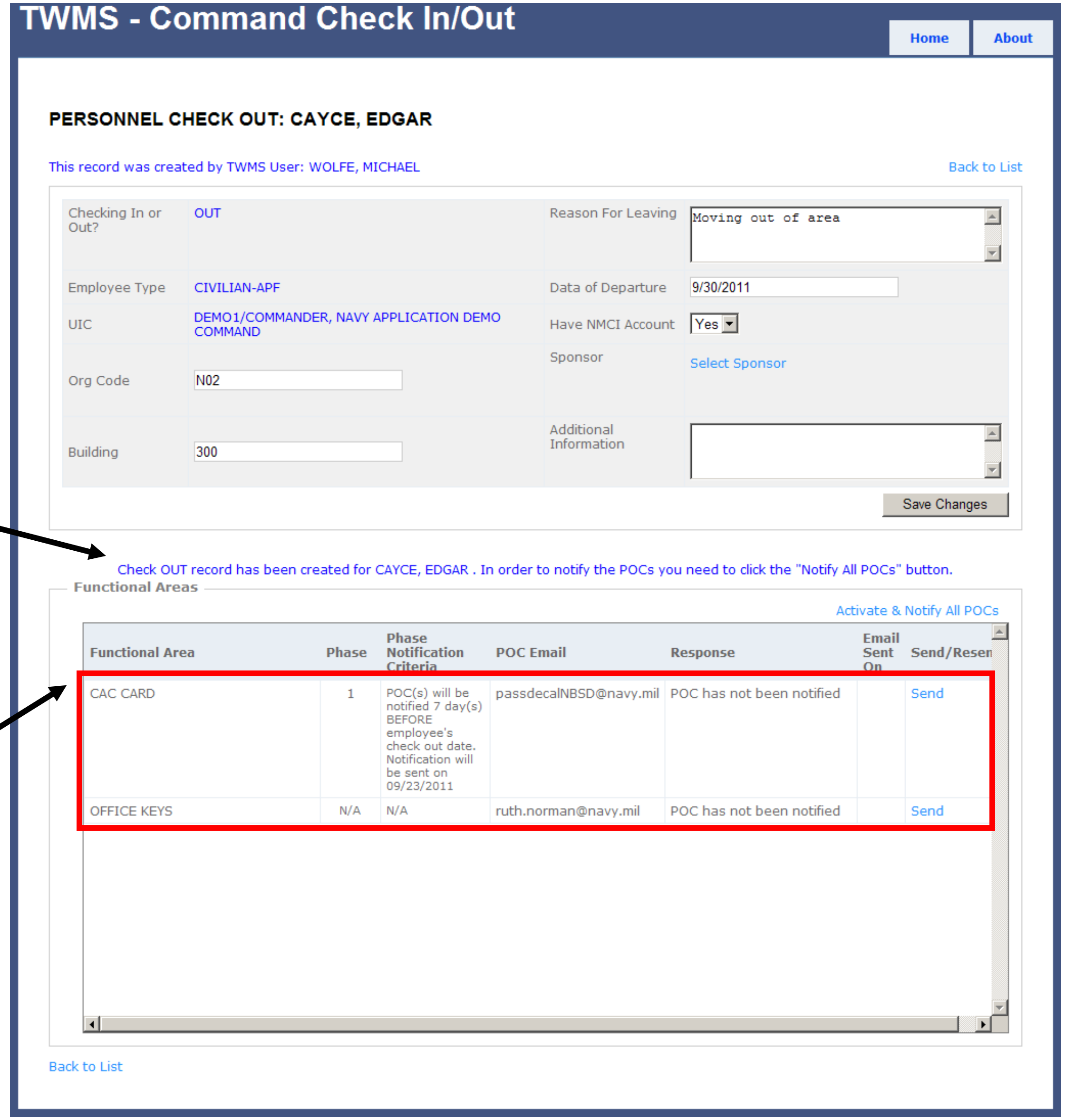
Creating a Check In/Out Record

General information about the check out record for this employee is displayed here.

Feedback will let you know the record has been created.

All functional areas of the routing sheet are displayed here. The specific functional areas listed here match the following criterion of the employee:

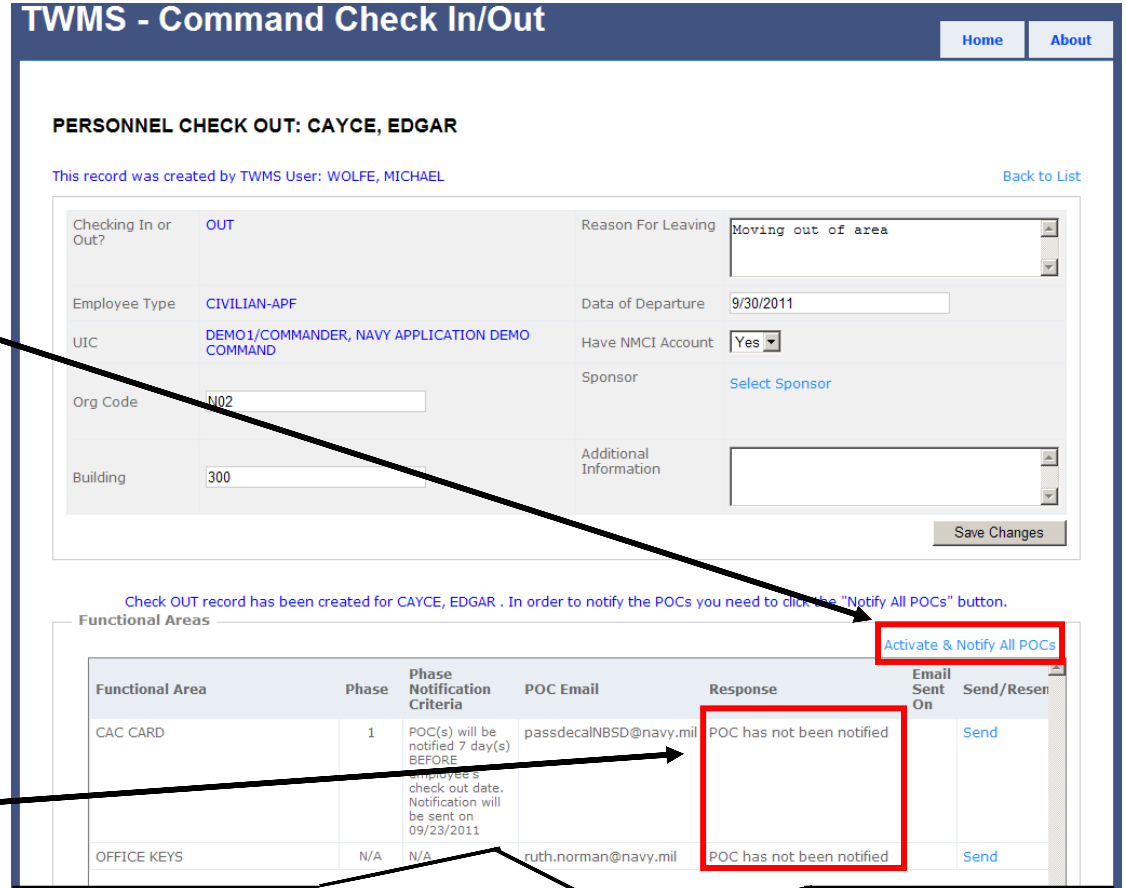
-Their UIC
-Their employee type
-The functional areas for that employee type corresponding to a check



Initiating a Check In/Out Record

To initiate a routing sheet for an employee:

1. Click the **Activate & Notify All POC's** link.



The POC's have not yet been notified for this check out record.

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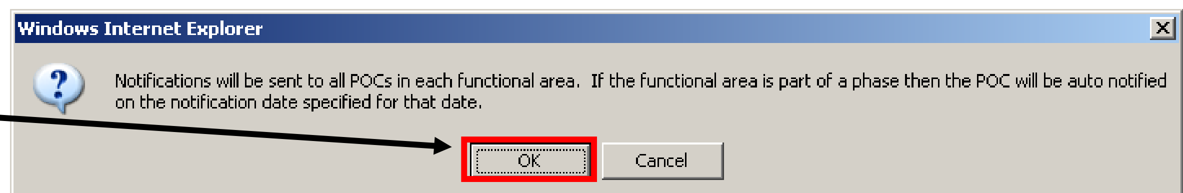
2. Click **OK.**



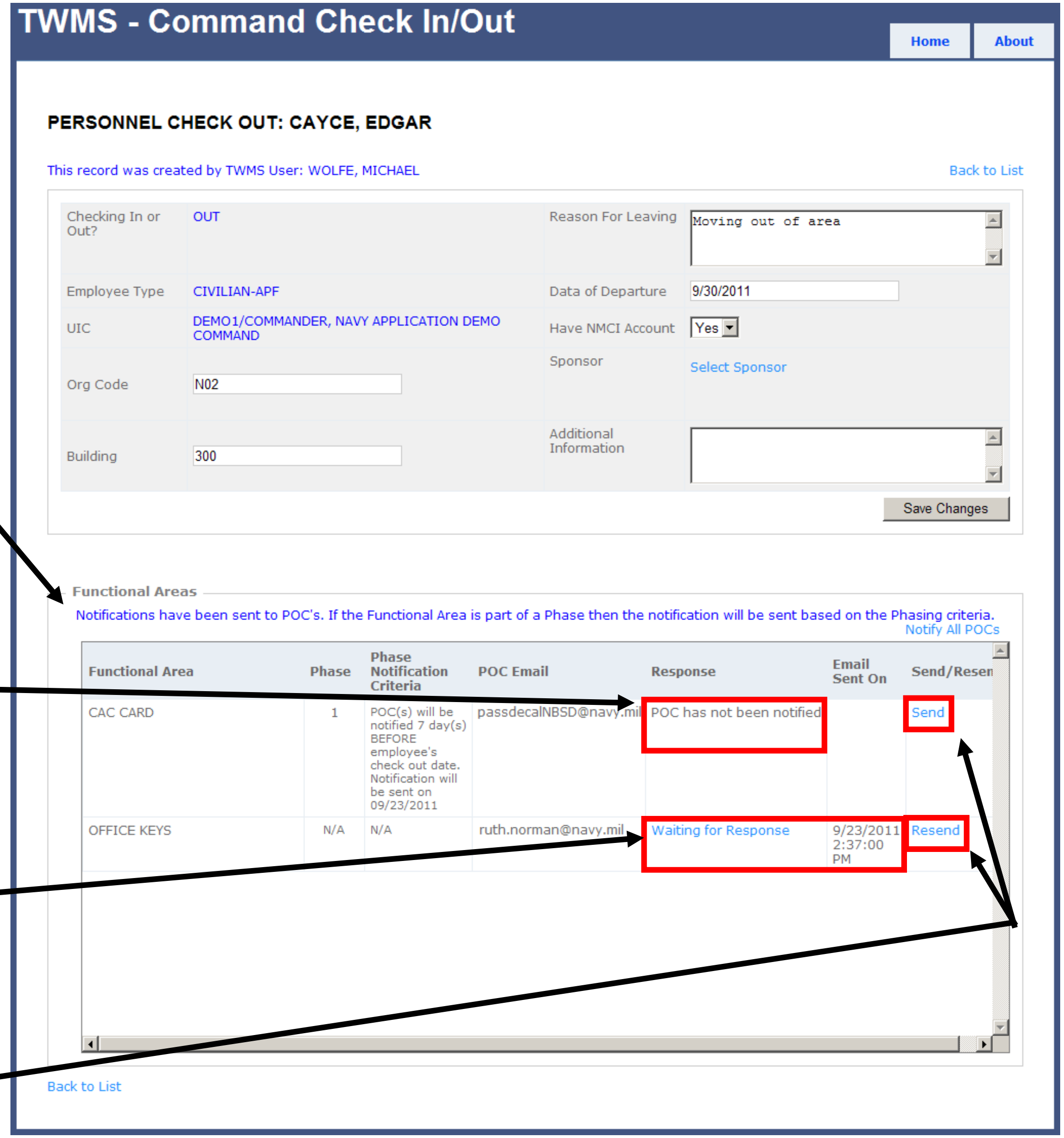
Initiating a Check In/Out Record

Note: Feedback will let you know that emails have been sent to all functional areas without any associated phasing. For those functional areas where a phasing criteria has been set, they will not be evaluated until TWMS performs its nightly process that will determine whether an email needs to be sent.

The POC for this functional area has not yet been notified until TWMS evaluates whether or not to send one based upon its phasing.

The POC for this functional area has been notified because there was no phasing associated with it.

The "Send" and "Resend" links will immediately send an email to the POC regardless of any associated phasing.

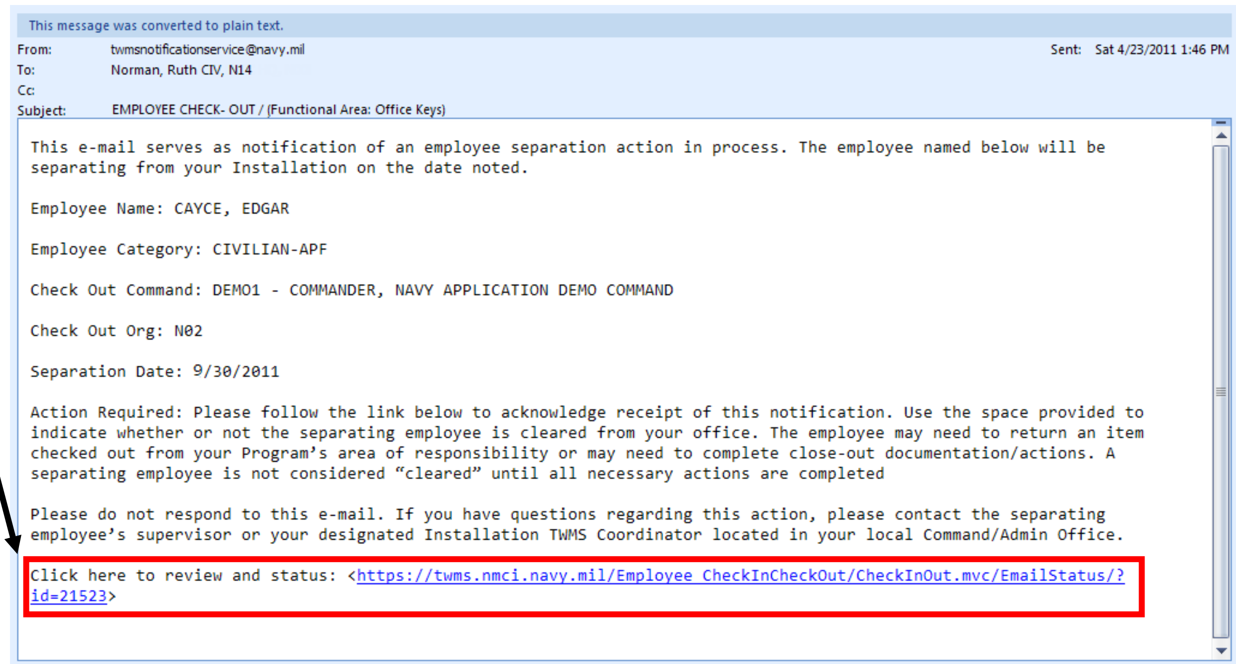


Email Notifications

If you are a POC for a functional area then, as appropriate, you will receive email notifications from TWMS regarding employee check ins or check outs. You do not need a TWMS account to review and change the status of your part of the employee's routing sheet. Simply click the link in the email.

To review a check in/out record from an email notification:

1. Click the link in the email you receive from TWMS.



This message was converted to plain text.

From: twmsnotificationservice@navy.mil
Sent: Sat 4/23/2011 1:46 PM
To: Norman, Ruth CIV, N14
Cc:
Subject: EMPLOYEE CHECK- OUT / (Functional Area: Office Keys)

This e-mail serves as notification of an employee separation action in process. The employee named below will be separating from your Installation on the date noted.

Employee Name: CAYCE, EDGAR

Employee Category: CIVILIAN-APF

Check Out Command: DEMO1 - COMMANDER, NAVY APPLICATION DEMO COMMAND

Check Out Org: N02

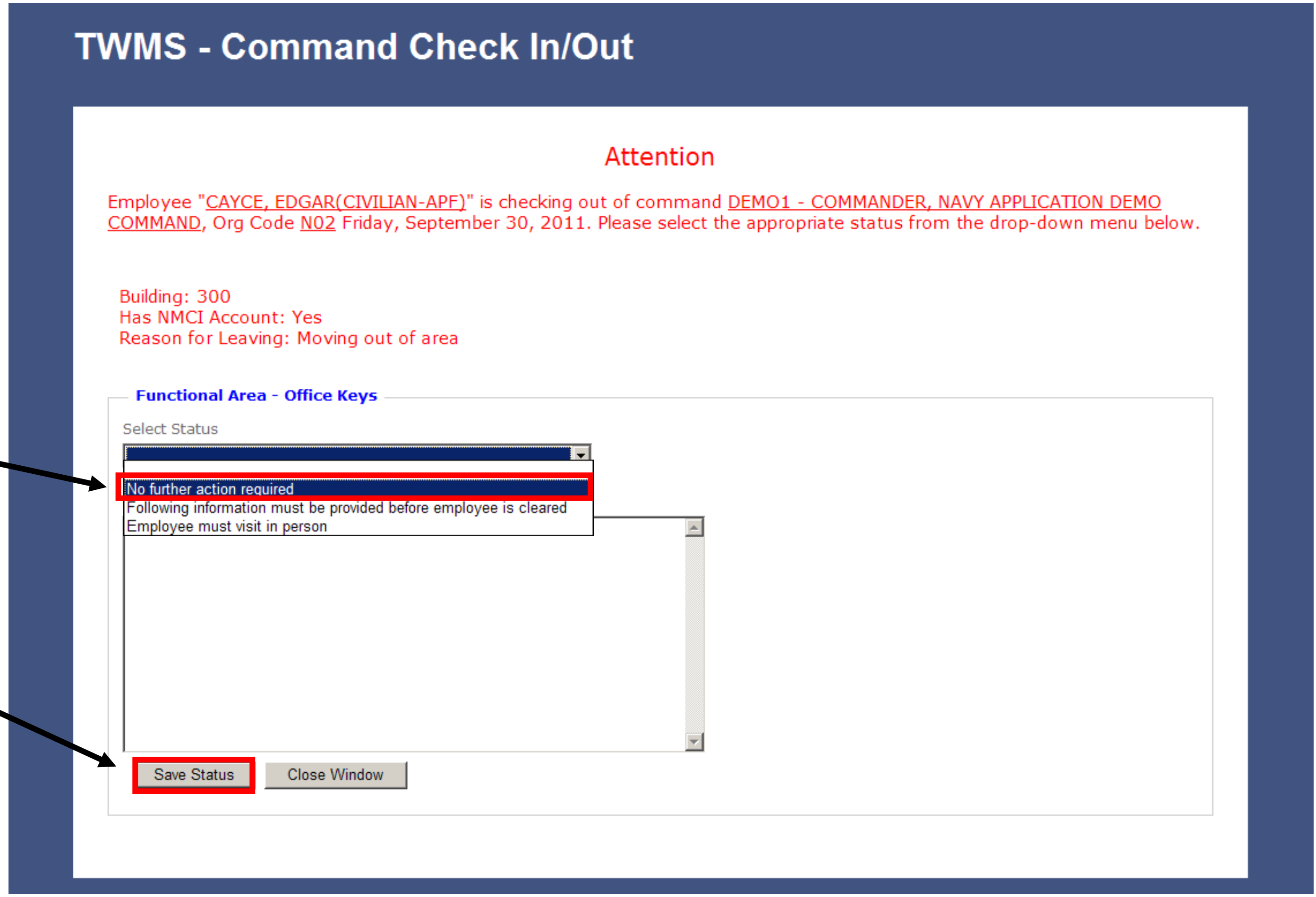
Separation Date: 9/30/2011

Action Required: Please follow the link below to acknowledge receipt of this notification. Use the space provided to indicate whether or not the separating employee is cleared from your office. The employee may need to return an item checked out from your Program's area of responsibility or may need to complete close-out documentation/actions. A separating employee is not considered "cleared" until all necessary actions are completed

Please do not respond to this e-mail. If you have questions regarding this action, please contact the separating employee's supervisor or your designated Installation TWMS Coordinator located in your local Command/Admin Office.

Click here to review and status: <https://twms.nmci.navy.mil/Employee_CheckInCheckOut/CheckInOut.mvc/EmailStatus/?id=21523>

Email Notifications



2. Select a status for this functional area related to the check out of this employee. You can also add any notes as needed in the available text box.

3. Click the **Save Status** button.

Note: If you aren't ready to select a status then click the Close Window button. You can return here by clicking the email link again.

Email Notifications

4. Click the **Close Window** button.

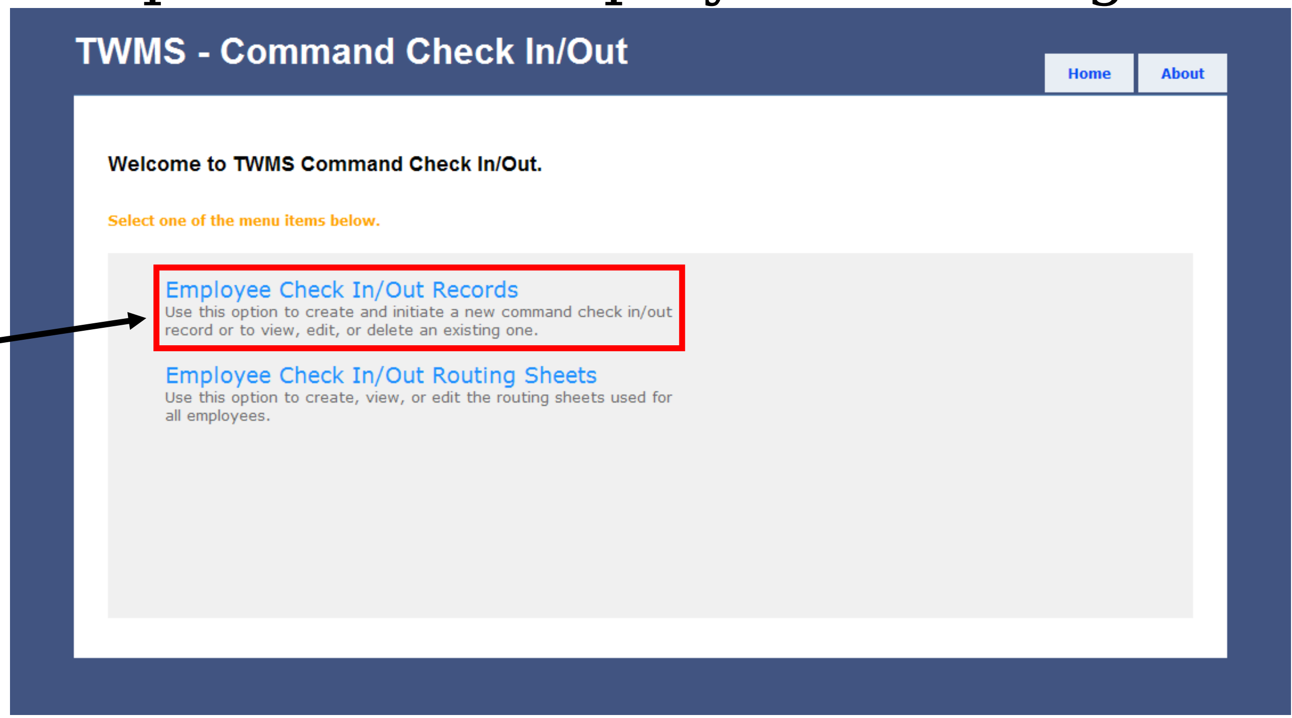
Feedback will let you know your status has been recorded.

Tracking Check In/Out Records

You can track the status of any routing sheets for the employees within your scope to determine the progress of their check in or check out. You can also resend reminder emails to one or more functional areas who have not yet taken any action for their part of the employee's routing sheet.

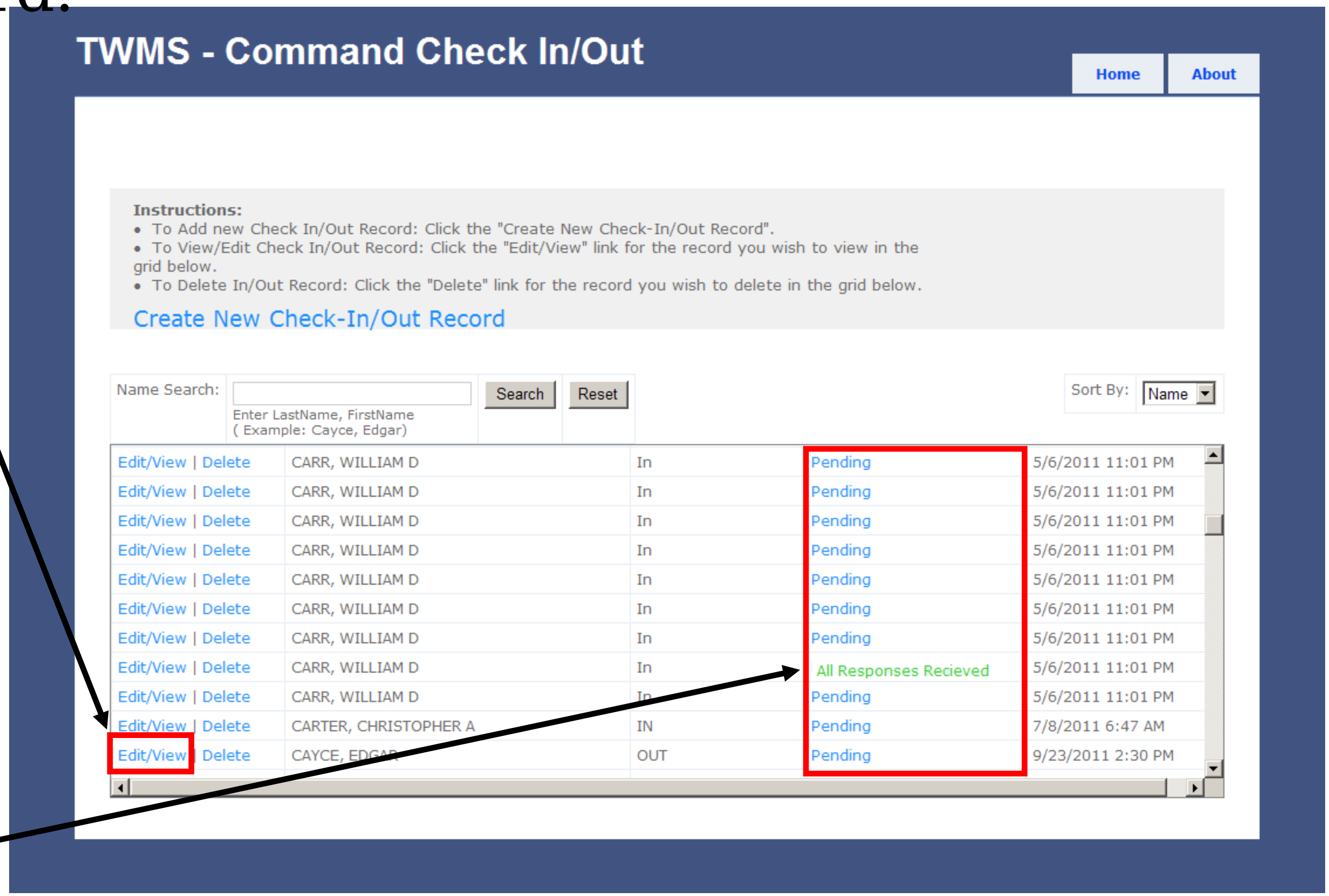
To view the status of an employee's routing sheet:

1. Click the **Employee Check In/Out Records** link from the Check In/Out Main Window.



Tracking Check In/Out Records

All Check In/Out records already created for the employee's within your scope will be displayed here. You can edit, view, or delete any of these records or you can create a new Check In/Out record.



2. Click the **Edit/View** link of the check in/out record you are interested in viewing.

The status for a check in/out record will remain "Pending" until all POC's have responded or taken action for that employee. The status will change to "All Responses Received" after all POC's have responded to or taken action.

Tracking Check In/Out Records

3. As required, click the **Resend** link for any functional area who has not yet responded or the **Send** link to those POC's who have not yet been notified.